

WCAC MEMBERS' CO-OP SHOWS

2020 LETTER OF AGREEMENT (LOA)

One of WCAC's on-going goals is to foster and promote its emerging and seasoned member artists. We have done this through our Members Fireside Gallery, Artisan Corner, Annual Members Show, and our Members Co-Op Shows designed to showcase larger bodies of members' works. These shows allow artists to run and manage their own exhibits while pursuing creative ideas and methods to promote themselves (see items 4 and 6). We will hold one 6 ½ week Co-Op Show from **September 8th – October 23rd**. If you are a **current member** and interested in being in this show, please review this Letter of Agreement (LOA) and the Artist Application thoroughly. To apply, complete and sign both documents, add your BIO, and return all to WCAC, attn. Janis Wood, President, as soon as possible - we allot spaces on a first come basis.

Changes to this show due to Covid-19: 1) Before and after opening, we will implement/maintain government mandated Covid-19 safety protocols. 2) Show hours are Thursday-Saturday (11:00 am – 3:00 pm) until it is safe to add days. 3) There will be no members and guests opening, or larger events during this show (see # 5). 4) We have reduced Co-op artists' required work hours to 8 (see # 3). To compensate for these changes, we will add a **virtual component** to give artists more exposure on our website. Artists' pages will contain their bios and works being shown at the art center; number of pieces will be based on their wall space at the center. If conditions worsen and we re-close the center during the show, we will expand the virtual show to showcase larger bodies of work, and extend the run of the show.

1. Exhibit spaces and fees:

Spaces: Both 2-Dimensional (2D) and 3-Dimensional (3D) artists may use the spaces/walls in the main & middle galleries – see attached schematic. You may use a whole space/wall, or share one, but you must use the entire allotted space. Once we fill **all** walls, we will add grid walls, or tables down the middle of the Main Gallery.

Minimum space rental requirement: 2D – 7' / 3D – 6'

Fees: \$10 per linear ft., e.g.: 7 ft X \$10 = \$70.00; 16 ft. X 10 = \$160; 20 ft. X \$10 = \$200, etc.

2. Membership requirement: You must be a current member to apply - we will accept your application/payment at the same time you submit your Co-op application. **Fees:** Basic-\$45, Family-\$65, and Student-\$15

3. Co-op Artists' Work Requirements: During the run of this show, each co-op artist must work at the art center for a total of **8 hours** (instead of 16). These work shifts will allow you to engage with the art center in many ways – learn about the organization, network with other artists, promote yourself, hold live demos, show your works, and talk about up-coming events. Please sign up for your hours prior to the show's opening – the sign-up sheet is behind the front desk. If you do not meet these work requirements, WCAC will assess \$10 per hour missed.

4. Advertising: WCAC will send postcards to its mailing lists and provide you with 50 cards for your own use. We will advertise through our website, e-blasts, social media, flyers, and special events, etc. To avoid copyright violations, your signed LOA allows WCAC to use your name, BIO and digital images for promotion purposes. You should also notify your clients and friends, post on social media, send e-blasts and announcements, post flyers, and use other means to promote yourself during the show.

5. Special Events: WCAC will not hold a members & guests opening on the Monday evening before the show opens, or schedule larger events, including co-hosting ones with co-op artists.

- **Open Hours - Thursday – Saturday (11:00am – 3:00pm):** During your work shifts, you may hold demos and invite visitors as long as you don't exceed 8 visitors in the art center at one time. Please coordinate those visits with other co-op artists working the same day.
- **After hours:** Due to Covid-19, we will not open the art center for privately hosted parties, gatherings, lectures, and demos. We will allow co-op artists to meet after hours with small groups (no more than 8 at a time) at the center to showcase their works and broker sales. Please clear these visits in advance with Janis Wood, President, (757) 220-2217 or jleewoodart21@msn.com.

6. Exhibit Instructions and Information:

2D Artists: Your works must consist of at least 2/3 originals and no more than 1/3 limited edition giclées.

- **Walls:** Canvas works must be framed, or gallery wrapped (finished edges). Paper works must be framed and behind clean glass fronts. Frames must be in good condition and nick free. Hanging prep - wire **only** on back, 1/3 the way down from top - **no saw tooth** hangers allowed! Labeling - include a card for each piece with title, medium, artist's name, and price. Installing your works - WCAC will help you arrange your works in an attractive manner.

